

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY**

## **Inclusion Through Diversity**

### **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Grants and Training Coordinator

**SALARY:** 55,723.20

**TYPE OF EMPLOYMENT:** Full

**ISSUE DATE:** 04/26/24

**THE FINAL DATE TO FILE APPLICATIONS:** 05/27/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/28/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Tompkins County is actively seeking a dedicated and passionate individual to serve as a Grants and Training Coordinator for the Assigned Counsel Program. We are committed to client centered representation and believe in the strength of diversity, equity, and inclusion in our pursuit of justice and representation and seeing the promise of Gideon fulfilled for our clients. This is a unique opportunity to contribute to a more just and equitable Tompkins County. Your work will play an important role in providing the resources and training for our attorneys and will help shape a more just and equitable environment for our clients. Apply now to be a part of our mission for justice and providing the promise of Gideon for all in our community.

#### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in paralegal studies, business administration, human services, criminal justice or a closely related field **AND** a minimum of one year of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or equivalent part-time and /or volunteer) of legal clerical experience , at least one year of which must have been in an administrative capacity; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has responsibility for researching, applying for, and administering State Assigned Counsel grants awarded to the county. The work involves utilizing traditional and electronic media to apply for and obtain grant monies to be used to provide certified continuing education credits for Assigned Counsel attorneys. The employee will apply for funds by completing lengthy and detailed applications. He or she will monitor expenditures and ensure the appropriate disbursement of funds once received.

Additionally, this position will research and set up trainings in relevant subject matter to the Assigned Counsel attorneys. Each training session must be certified as accredited legal education training in order for the attorneys to obtain the required Continued Legal Education credits to practice law in New York State. The incumbent will be responsible for taking the lead for preparing and submitting reimbursement requests for 18b attorney expenditures with the State of New York. He or she will develop and monitor monthly CAP and Appearance Ticket Arraignment calendars in conjunction with the supervising attorney and/or program coordinator. The incumbent will assist as necessary in monitoring and implementation of licensing for program cloud based programs for program attorneys and other participating parties. The incumbent will be the lead person, working in conjunction with the supervising attorney and program coordinator in preparing and issuing communications with the panel attorneys, including a regular newsletter. The incumbent also will learn the duties of and assist the Program Coordinator in the performance of his or her duties. The incumbent has considerable autonomy and works under the general supervision of the Program Coordinator. Coordination with the Program Coordinator and Supervising Attorney will occur in conjunction with the work, Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Uses traditional and electronic media to identify potential sources of government funding;
- Researches new initiatives and determines how best to incorporate into training for the Assigned Counsel Panel;
- Meets with agency personnel to discuss potential sources for funding;
- Prepares grants proposals for submission to funding agencies, which include but are not limited to: preparing budgets, composing narratives, and gathering supporting data from internal and external sources;
- Monitors expenditures of funds for which grants are pending, and ensure the disbursement of funds to cover those expenditures once funds are received;
- Reports on progress of grant applications and their progress through system;
- Prepares and submits reimbursements for 18b attorney expenditures with the state and monitors reimbursement process;
- Makes recommendations for improvements to the Assigned Counsel program and identifies training needs;
- Works toward possessing a working knowledge of duties and responsibilities of the Program Coordinator;
- Communicates effectively with staff and Assigned Counsel Panel;

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of local government structure and the justice system
- Good knowledge of the current principles and practices of grant writing and submission
- Ability to operate a personal computer with a high level of knowledge, skill, precision and manual dexterity,
- Ability to communicate effectively, both orally and in writing
- Ability to prepare written material;
- Ability to analyze and organize effectively
- Instill and maintain a professional demeanor.
- The employee's physical and mental abilities shall be commensurate with the demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850